
Letters to the editor

All letters to the editor should be addressed to: Editor, ANS, Aspen Publishers, Inc., 200 Orchard Ridge Drive, Gaithersburg, MD 20878. Unless otherwise noted, we assume that letters addressed to the editor are intended for publication with your name and affiliation. As many letters as possible will be published. When space is limited and we cannot publish all letters received, we will select letters reflecting the range of opinions and ideas received. If a letter merits a response from an ANS author, we will obtain a reply and publish both letters.

CALL FOR MATERIALS

Aspen's Research Publishing Group invites *Advances in Nursing Science* readers to participate in the development of the forthcoming reference manual *Women's Health Care Administration: Forms, Checklists and Guidelines*.

The 400-page looseleaf manual will be a comprehensive resource for managers and directors of women's health centers, ambulatory clinics, and integrated women's health services programs. The manual will showcase practical tools used in a wide range of women's health care settings across the country. Definitions, summaries, and overviews of key management concerns will be excerpted from the best of the professional literature. Topics to be addressed include product line management, strategic planning and marketing, quality improvement, human resources, budgeting and finance, reimbursement, legal and ethical issues, standards and regulations, health information and patient care management.

Please submit sample policies, procedures, forms, guidelines, charts, diagrams, marketing or business plans, job descriptions, program descriptions, or other items of practical or reference use in managing women's health care services.

Materials may be submitted in any format, and may have originated in your department, practice or facility or from published or unpublished works. Please include complete information on the original source of the material. All items selected for publication will be fully credited to the contributor. Reprint permissions will be obtained prior to publication.

We are also searching for individuals to serve on the manual's Editorial Advisory Board. Board members contribute materials, help guide the research process, and participate in the selection of materials for final publication.

Please submit your materials and/or inquiries regarding Editorial Advisory Board participation as soon as possible to: Sandy Painter, Senior Editor, Aspen Publishers, Inc., 200 Orchard Ridge Drive, Gaithersburg, MD 20878. Telephone: 301-417-7547 Facsimile: 301-417-7550.